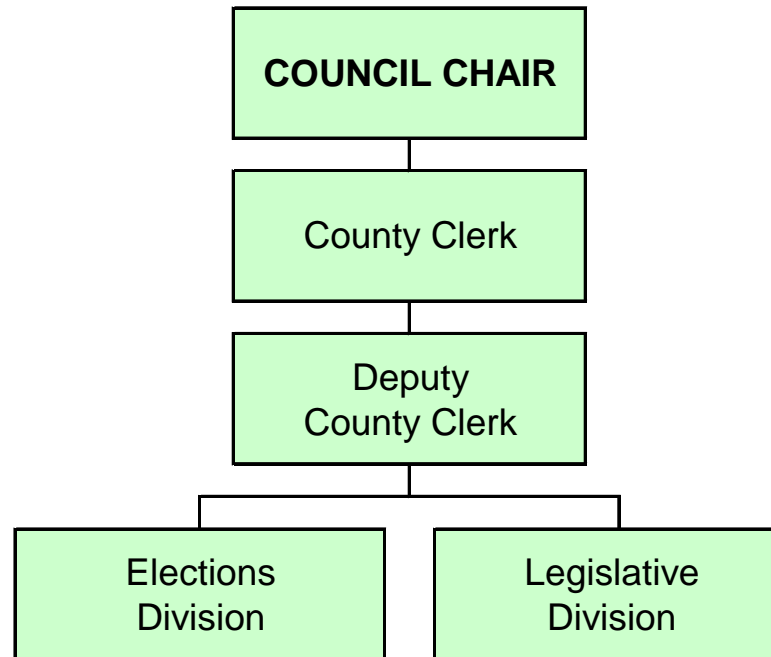


**Departmental Organization Chart**



## ***Mission Statement:***

***To provide prompt and courteous service to the public and other government entities by making information available as expeditiously as possible and to conduct election activities in an efficient manner while simultaneously preserving the sanctity and integrity of the election process.***

## ***Department Goal:***

### **Overall Department Goals**

- To provide requested information to the public on the day of request 80% of the time and within three working days 90% of the time and to develop an electronic document storage system that will optimize the retrieval and distribution of materials on file.
- To conduct elections in an efficient manner while preserving the sanctity of the election process by ensuring compliance with all Federal, State and County mandates, confirming the accuracy of data utilized and by continuing our review of current operations in an effort to provide for the most efficient use of our departmental resources.

### **Legislative**

1. To provide requested information to the public on the day of request 80% of the time and within three working days 90% of the time and to develop an electronic storage filing system to provide for greater efficiency in the filing, retrieval and distribution of materials on file with our office.
2. To support the Council's activities by meeting all legally established deadlines.

### **Elections**

3. To provide requested information to the public on the day of the request 95% of the time and within three working days 98% of the time and to convert files from hardcopy to electronic versions.
4. To continue our review of the voter registration rolls to accurately reflect the number of active registered voters in the county.
5. To review current precinct boundaries to consider implementing minor boundary changes to provide for the convenience of our registered voters.

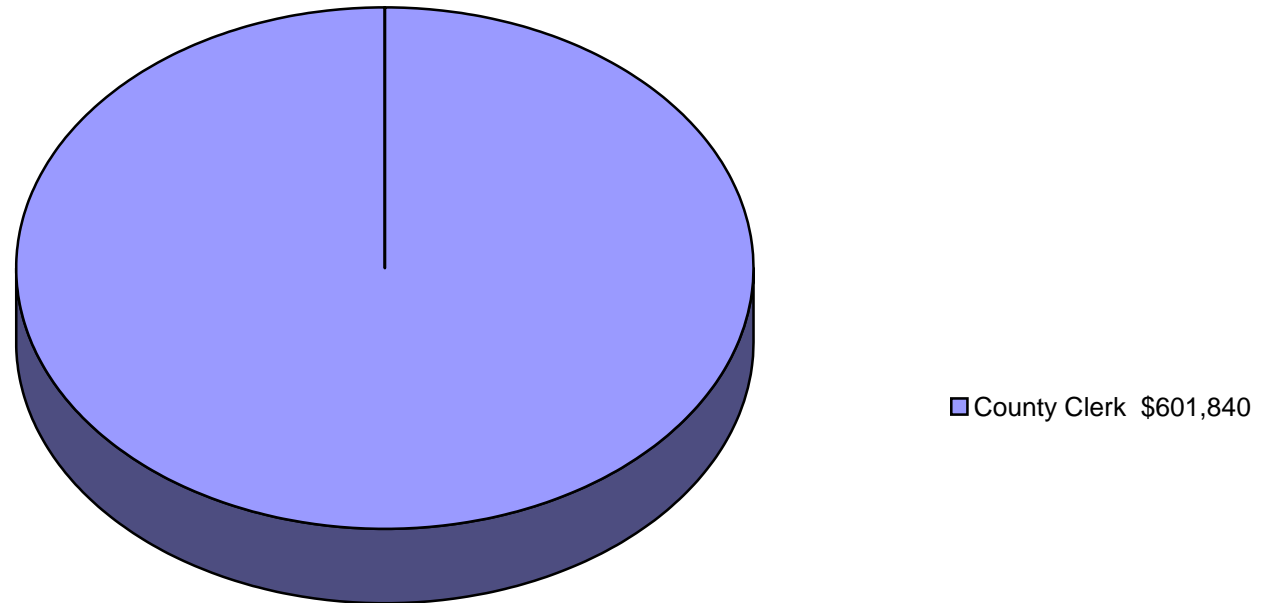
### **Administration**

6. To comply with legal mandates 100% of the time to ensure that all administrative documents and forms are properly processed.

# OFFICE OF THE COUNTY CLERK

## ***Department Revenues and Expenditures:***

	<u>General Fund</u>	<u>Bond Fund</u>	<u>Federal Funds</u>	<u>State Funds</u>	<u>Lapsed Bond</u>	<u>Park Assessment</u>	<u>Grant Revenue</u>	<u>Total</u>
<b><u>Revenues</u></b>								
<b>Total Revenues</b>	\$ <u>\$601,840</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>601,840</u>
<b><u>Expenditures</u></b>								
County Clerk	<u>601,840</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>601,840</u>
<b>Total Expenditures</b>	\$ <u>601,840</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>601,840</u>

**Department Summary*****FY 2004 Budget by Program***

General Fund:	\$	601,840
Grant Revenue:	\$	0
TOTAL BUDGET:	\$	601,840

## County Clerk

### *Program Description:*

This Office provides the clerical and logistical support to assist the Council in the performance of its legislative responsibilities. The Office serves as a repository of government records and is responsible for retrieving information and documents for the public, the County's legislative and executive branches and other governmental agencies.

This Office is also responsible for voter registration and elections in the County of Maui and the County of Kalawao. It assists the State Office of Elections in meeting all federal, state and county elections requirements and in implementing programs to increase voter registration and participation.

### *Program Goals and Activities:*

<b>Goal 1</b>	To provide requested information to the public on the day of the request 80% of the time and within three working days 90% of the time and to develop an electronic storage filing system to provide for greater efficiency in the filing, retrieval and distribution of materials on file with our office.
<b>Completion Date</b>	June 30, 2005

Objective of Activity	Division	FY 2004 Activity	Activity Output	Grant Funded	Grant Amount
Provide accurate and timely information requested by the public.	Legislative	Improve storage/filing system to provide for more expeditious processing of requests for information received from various entities. - Continue to work to implement project/system - reorganize filing system - purchase additional software - purchase additional equipment - Schedule training sessions - Initiate discussion regarding establishment of public workstation	Orderly filing system Imaging system Scanner 6 staff x 3 sessions Report	N     N N	

**County Clerk*****Program Goals and Activities (Continued):***

<b>Goal 2</b>	To support the Council's activities by meeting all legally established deadlines
<b>Completion Date</b>	June 30, 2004

<b>Objective of Activity</b>	<b>Division</b>	<b>FY 2004 Activity</b>	<b>Activity Output</b>	<b>Grant Funded</b>	<b>Grant Amount</b>
Develop electronic filing system	Legislative	Transcribe verbatim minutes for submittal to Council			
		- Generate agendas/notices	40 Regular Council/Special Council/Public Hearing meeting agendas/notices	N	
		- Distribute agendas/notices	9,000 copies distributed	N	
		- Prepare materials for various entities in conjunction with scheduled meetings/ hearings	960 sets prepared	N	
		- Staff Council meetings/ public hearings	3 staff x 40 mtgs / hearings	N	
		- Generate summary of actions	40 Status agendas	N	
		- Upload data onto website	Updated information on website (agendas/ordinances/resolutions)	N	
		- Process official documents	Publication and distribution of documents	N	
		- Generate verbatim minutes	Regular Council, Special Council and Public Hearing minutes	N	

**County Clerk*****Program Goals and Activities (Continued):***

<b>Goal 3</b>	To provide requested information to the public on the day of the request 95% of the time and within three working days 98% of the time.
<b>Completion Date</b>	June 30, 2004

Objective of Activity	Division	FY 2004 Activity	Activity Output	Grant Funded	Grant Amount
Provide accurate and timely information requested by the public.	Election	Improve storage/filing system to provide for more expeditious processing of requests for information received from various entities  - Continue conversion of hardcopy files to electronic files	3 staff 40,000 microfilmed files	N  N	

<b>Goal 4</b>	To continue our review of the voter registration rolls to accurately reflect the number of active registered voters in the county
<b>Completion Date</b>	June 30, 2004

Objective of Activity	Division	FY 2004 Activity	Activity Output	Grant Funded	Grant Amount
Continue update of registered voter rolls	Election	Continue work pertinent to Federal, State and County elections  - Ensure accuracy of data - Review VR rolls - Review maps - Mail NVRA notices	6 staff ( includes election temps) 10,000 records purged updated/processed 70,000 notices mailed	N	

**County Clerk*****Program Goals and Activities (Continued):***

<b>Goal 5</b>	To review current precinct boundaries to consider implementing minor boundary changes to provide for the convenience of our registered voters
<b>Completion Date</b>	June 30, 2004

Objective of Activity	Division	FY 2004 Activity	Activity Output	Grant Funded	Grant Amount
To increase turnout of voters by 5% in the upcoming 2004 election.	Elections	Review precinct boundaries to provide for convenience of voters	43 precincts reviewed	N	
		Develop new polling sites in specific precincts - review maps - assign voters to proper precinct	Develop/identify precinct boundaries Precinct plan 44 polling sites 50 site inspections	N	
		Establish additional absentee polling sites if warranted - conduct inspections - generate site diagrams	1 additional site	N	
		Conduct Evaluations - schedule meetings with counterparts from State/ counties	Post election evaluations: 12 State-County sessions	N	

<b>Goal 6</b>	To comply with legal mandates 100% of the time and to ensure that all administrative documents and forms are properly processed.
<b>Completion Date</b>	On-going

Objective of Activity	Division	FY 2004 Activity	Activity Output	Grant Funded	Grant Amount
To ensure that all administrative functions are completed properly.	Administrative	Process necessary paperwork for various office activities/ procedures to ensure compliance with various programs/legal requirements.		N	
		- Identify/designate staff	3 staff	N	



**County Clerk*****Program Goals and Activities (Continued):***

Objective of Activity	Division	FY 2004 Activity	Activity Output	Grant Funded	Grant Amount
To ensure that all administrative functions are completed properly.	Administrative	- Payroll/procurement/financial activities	300 checks	N	
		- Other mandated programs	200 purchase orders	N	
		- Sexual harassment	7 staff x 2 sessions	N	
		- ADA			
		- Formal and informal sessions with Council Committees/Council Chair/ various Council members/ departmental staff/ and various government entities	2 staff x 70 sessions	N	
		- Conduct staff meetings	12 meetings	N	
		- Review/Consider/ Authorize staff attendance at various training sessions.	20 sessions	N	

***Program Resources - General Fund:***

Expense Type	FY 2000		FY 2001		FY 2002		FY 2003		FY 2004		Total
	Actual		Actual		Actual		Appropriation		Request	Expansion	
Salaries and Wages	\$ 294,357	\$	397,355	\$	315,786	\$	432,158	\$	389,640	\$ 0	\$ 389,640
Operations	151,498		146,073		160,483		306,600		207,000	0	207,000
Equipment	8,360		44,753		7,441		19,700		5,200	0	5,200
Program Total	\$ 454,215	\$	588,181	\$	483,710	\$	758,458	\$	601,840	\$ 0	\$ 601,840

***Program Highlights:***

Legislative: Council meeting agendas, the Charter of the County of Maui, the Maui County Code, as well as a summarized listing of Ordinances and Resolutions, have been uploaded onto the County's website and are available for public review. The division will continue its effort to update and increase the amount of information available to the public on the County's website. The division will also continue its work to develop an imaging system to allow for more efficient retrieval and distribution of stored information.

**County Clerk*****Program Highlights (Continued):***

Election: The division conducted the 2002 Primary, the 2002 General, the 2002 November 30 Special Election and the 2003 January 4 Special Election all within a three and a half month period. The division also completed its work to update the Charter of the County of Maui to incorporate those amendments that were approved by the voters in the 2002 General Election. In addition, the division proposes to continue its review of the changes that were made in conjunction with the 2001 reapportionment process and to consider implementing minor adjustments to provide for the convenience of our registered voters. The division will continue to work with the State Office of Elections to ensure compliance with all federal, state and county mandates and to conduct periodic evaluations of various issues and procedures to ensure that the integrity and sanctity of the election process is preserved.

***Performance Measures:***

	<b>FY 2002 Actual</b>	<b>FY 2003 Estimate</b>	<b>FY 2003 1st Qtr</b>
Legislative:			
Council meetings and hearings	36	40	10
Ordinances	95	100	12
Resolutions	192	200	55
Committee Reports	216	225	62
Elections			
Voter registration increase	2,510	3,500	1,034
Voter informational meetings and presentations	15	10	5